

NOTICE TO CONTRACTORS

PLEASE TAKE NOTICE THAT YOUR PRESENT LICENSE TO DO ELECTRICAL WORK IN THE CITY OF ST. FRANCIS IS UP FOR RENEWAL.

TO RENEW/APPLY FOR YOUR LICENSE, PLEASE FILL OUT THE ENCLOSED APPLICATION AND RETURN IT WITH A COPY OF THE FOLLOWING:

- 1) A COPY OF YOUR STATE MASTER CERTIFICATION (Please indicate if you are grandfathered).
- 2) A COPY OF YOUR INSURANCE CERTIFICATE LISTING THE CITY OF ST. FRANCIS AS THE CERTIFICATE HOLDER. (\$1,000,000.00 each occurrence coverage, some copies come directly from the Agent – Thanks!)
- 3) A COPY OF YOUR CURRENT WISCONSIN DRIVERS LICENSE.
- 4) A \$30.00 CHECK MADE PAYABLE TO THE CITY OF ST. FRANCIS. (\$40.00 for APPLICATIONS NOT RENEWED LAST YEAR)

MAIL ALL OF THE ABOVE TO:

Department of Electrical Inspection
City of St. Francis
4235 S. Nicholson Ave.
St. Francis, WI 53235

PLEASE NOTE THAT ALL PERMITS TO DO ELECTRICAL WORK MUST BE IN THE OFFICE PRIOR TO STARTING ANY JOB. FAILURE TO ABIDE WILL RESULT IN DOUBLE PERMIT FEES. IF AN EMERGENCY ARISES, (fire, no heat or a medical emergency) YOU MAY CALL IN OR FAX THE INFORMATION TO THE ENGINEERING DEPT., TO LET US KNOW THE PERMIT WILL BE LATE. MUNICIPAL CODE SECTION 16.06.

CALL 481-2300 EXT. 128 TO SCHEDULE AN INSPECTION. (YOU MUST PROVIDE PERMIT # WHEN YOU CALL IN) FAILURE TO CALL FOR FINAL INSPECTION WILL RESULT IN A \$40.00 CHARGE.

A RE-INSPECTION FEE OF \$40 WILL BE CHARGED IF THE INSPECTOR HAS TO VISIT THE JOB MORE THAN TWICE FOR THE SAME CORRECTION.

NOTE: LICENSED ELECTRICAL CONTRACTORS OBTAINING PERMITS TO DO ELECTRICAL WORK FOR OTHER THAN THEMSELVES OR PERSONS UNDER THEIR EMPLOY WILL RESULT IN THE FOLLOWING:

- 1) FINE OF \$288.00 PER OFFENSE.
- 2) NOTIFICATION OF LICENSED ELECTRICAL CONTRACTORS INSURANCE CARRIER THAT LICENSEE IS ALLOWING WORK TO BE PERFORMED BY OTHER THAN AN EMPLOYEE OF THE CONTRACTOR UNDER HIS/HER LICENSE.
- 3) REVOCATION OF CITY OF ST. FRANCIS ELECTRICAL LICENSE BY MISREPRESENTATION. (MUNICIPAL CODE SECTION 16.05)

ELECTRICAL INSPECTOR